

## Unfunded Environmental Morale Leave (UEML) Steps

**UEML**—Command Sponsorship Program families are authorized travel by Space-A from Al Udeid Passenger Service Terminal 2 times during their 24 month tour.

- 1. Email [379EMSG.PERSCO@auab.afcent.af.mil](mailto:379EMSG.PERSCO@auab.afcent.af.mil) and request, as a Command Sponsorship family, Unfunded EML paperwork.
  - PERSCO will send AUAB Form 505-3, *Travel Authorizations for Participants in Environmental and Morale Leave (EML) and Travel Authorizations for Participants in Unfunded Environmental and Morale Leave*.
- 2. Fill out and email signed form to [379EMSG.PERSCO@auab.afcent.af.mil](mailto:379EMSG.PERSCO@auab.afcent.af.mil)
  - PERSCO will send to AFCENT/CSS Orderly Room at Shaw for certification and processing.
- 3. Sponsor must fill out an AF Form 988, *Leave Request/Authorization*, in LeaveWeb.
  - After Sponsor's commander signs the AF Form 988, Shaw will assign a leave number.
- 4. Family members must have approval by HNCC and Qatari Government to depart Space-A. Procure Emigration Exit Pass from HNCC at [379AEW.HN.IMMIGRATIONS@auab.afcent.af.mil](mailto:379AEW.HN.IMMIGRATIONS@auab.afcent.af.mil).
- 5. Contact the Passenger Service Terminal at DSN 437-2612 to sign-up for Space-A travel, or for questions about rules for flying Space-A.
- 6. To travel, you must have your passport, original stamped orders, CAC, AUAB Form 505-3, *Travel Authorizations for Participants in Unfunded Environmental and Morale Leave*, and Emigration Exit Pass.

## Funded Environmental Morale Leave (FEML) Steps

**FEML**—Command Sponsorship Program families are authorized 1 trip back to the US during their 24 month tour. The AF pays for the tickets back to the US but only up to the amount from Doha (DOH)/Al Udeid (IUD) to Baltimore (BWI) roundtrip. ***FEML cannot be taken within the first 180 days or in the last 180 days***—exceptions to policy must go to CENTCOM/J1 for approval. Email [379EMSG.PERSCO@auab.afcent.af.mil](mailto:379EMSG.PERSCO@auab.afcent.af.mil) for more details on exceptions).

- 1. To request FEML, follow the steps on the “FEML DTS Process (Apr 2015)” document found in the 379 EFSS PERSCO Corner “Leave, Emergency Leave, RnR” folder at the following link:  
<https://portal.auab.afcent.af.mil/afcent/wings/379/emsg/EFSS/PERSCO/Forms/AllItems.aspx>
  - The Travel Cost Estimate will already be populated in DTS. For any questions or concerns relating to travel, please contact 379 ELRS TMO at [379elrs.paxtravel@auab.afcent.af.mil](mailto:379elrs.paxtravel@auab.afcent.af.mil).
  - **If the government fare to the desired destination is less than the cost to the authorized location (BWI), the government fare may be used to book the ticket. However, if the cost to the desired location is greater than the cost to the authorized location, the government fare can’t be used and the traveler must purchase the tickets via personal means and file for reimbursement...not to exceed the government cost.**
- 2. To travel, you must have your official passport, original stamped orders, FEML orders from DTS, and CAC. All personnel departing on FEML orders must out-process with PERSCO within 24 hours of departure.

# Attachment 1

## FEML Travel Cost Estimate/Comparison

Required Information:	Example:
• <b>Subject Line:</b> FEML Travel Cost Comparison Rank Last Name	FEML Travel Cost Comparison SMSgt Colleen
• <b>Rank/Name:</b> _____	SMSgt Xavier Colleen
• <b>Departure Date:</b> _____	10 Jun 2014
• <b>Return Date:</b> _____	25 Jun 2014
• <b>Authorized Route/Cost (DOH/IUD – BWI) \$</b> _____ Leave Blank <sup>1</sup>	Completed by TMO <sup>1</sup>
• <b>Desired Route/Cost: (DOH/IUD - _____ \$ _____</b> _____ <sup>2</sup>	Enter Desired Destination <sup>2</sup> Completed by TMO <sup>1</sup>

Complete the following and email to [379elrs.paxtravel@auab.afcent.af.mil](mailto:379elrs.paxtravel@auab.afcent.af.mil) with subject line:  
**“FEML Travel Cost Estimate/Comparison RANK LAST NAME”**

FEML Travel Cost Estimate/Comparison
• <b>Rank/Name:</b> _____
• <b>Departure Date:</b> _____
• <b>Return Date:</b> _____
• <b>Authorized Route/Cost: (DOH/IUD – BWI) \$</b> _____
• <b>Desired Route/Cost: (DOH/IUD - _____ \$ _____</b> _____